

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Economic Development and Planning Director
Date: March 24, 2014
Subject: Authorization for Pre-Event Bid Advertisements for Debris Removal
and Debris Removal Monitoring Services

REQUEST:

The Economic Development & Planning Department requests authorization to advertise for pre-event debris removal services and debris removal monitoring services to be prepared in the event of a hurricane or other disaster.

BACKGROUND:

In an effort to be prepared for future disasters, the Economic Development and Planning Department recommends advertising for a contractor to perform disaster-related debris removal and a separate management firm to perform debris removal monitoring. According to FEMA, a pre-event contract allows time for a deliberate procurement process and gives cities flexibility in mobilizing the appropriate resources in anticipation of an event. Work assignments will not be issued unless there is a declared disaster.

DISCUSSION:

The Economic Development and Planning Department requests authorization to advertise for proposals for debris removal services based on lowest price and proposals for debris removal monitoring services based on management firm qualifications. Monitoring of debris removal operations achieves two objectives: 1) verifies the work completed by the debris removal contractor is within the contract scope of work, and 2) provides the required documentation for grant reimbursement.

RECOMMENDATION:

City staff recommends that City Council authorize pre-event bid advertisement for debris removal and debris removal monitoring as described above.

The City Council may:

1. authorize advertising for pre-event debris removal and debris removal monitoring services as presented; or
2. disapprove advertising for pre-event debris removal and debris removal monitoring services.

ATTACHMENT(S):

N/A